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**Office of the Vice President for Academic Affairs**

29 August 2022

**OVPAA MEMORANDUM NO. 2022-127**

**For: DEPARTMENT CHAIRPERSONS  
INSTITUTE DIRECTORS / PROGRAM COORDINATORS  
THE FACULTY**

**Through: THE CU CHANCELLORS  
THE VICE CHANCELLORS FOR ACADEMIC AFFAIRS  
THE DEANS**

*CIA*

**From:** Maria Cynthia Rose Banzon Bautista  
Vice-President for Academic Affairs

**Re: UNIVERSITY POLICIES FOR AY 2022-2023**

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As mentioned tirelessly in various UP webinars and town hall meetings, the COVID-19 pandemic catalyzed the much-needed transformation of higher education teaching and learning (TL) in the 21<sup>st</sup> century that would have proceeded much slower had the SARS-CoV-2 virus not upended our lives. It began in the Second Semester of AY 2019-2020, and AY 2020-2021 saw a system-wide shift to blended TL delivery modes, starting with an online blending of synchronous and asynchronous learning that also provided for the delivery of printed course packs to students unable to access UP's Learning Management Systems. By AY 2021-2022, the University had obtained permission from the national government to conduct face-to-face (F2F) classes for a limited number of courses requiring F2F activities (e.g., laboratory and studio classes), enabling the blending of online and in-person class activities. This coming academic year (AY 2022-2023), UP will offer more courses with limited F2F, especially for priority graduating students and those graduating in the succeeding semesters.

Reflecting on our experience in the last two years, the Chair and Vice-Chair of the Task Force on the Future of Teaching and Learning in UP; the System Academic Affairs Committee (AAC) chaired by the Vice-President for Academic Affairs with the Vice-Chancellors for Academic Affairs, Vice Chancellors for Research and Extension/Development and Assistant Vice-Presidents for Academic Affairs as members; the Faculty and Student Regents, and the Secretariat of the President's Advisory Council's (PAC) Committee on the System Guidelines for the Reopening of Campuses drafted and revised the document on UP's learning delivery modes for the First Semester of AY 2022-2023 that is attached to [OVPAA Memorandum 2022-88](#).

As stated in that Memorandum, the University is reopening our campuses beginning AY 2022-2023 with the adoption of new alert levels and improvements in the vaccination status of our faculty, staff, and students. [OVPAA Memorandum 2022-123](#) provided the Guidelines for Campus-based Face-to-Face Activities under different alert levels. Considering the press conference of the Commission on Higher Education this afternoon, a separate Memorandum on the attendance of unvaccinated UP students in F2F classes will be issued this week.

Having experienced two years of adjusting and transitioning to the next normal, the reopening of our campuses in the First Semester of AY 2022-2023 is the beginning of the University's living with the pandemic. In its formal meeting on 12 August 2022 and online exchanges after that, the President's Advisory Council—chaired by the UP President with the CU Chancellors, System Vice Presidents, and Secretary of the University as members—extensively discussed the faculty feedback on a draft of the policies for the First Semester AY 2022-2023, as relayed through the Faculty Regent and the Vice-Chancellors for Academic Affairs, and the consolidated feedback from students on the same draft as articulated by the Student Regent, student representatives, and the University Committee on Student Affairs (UCSA) chaired by the Vice-President for Academic Affairs with the Assistant Vice President for Student Affairs as co-Chair and the Student Regent, Vice Chancellors for Student Affairs of UP Diliman and UP Los Baños, Directors of the CU Offices of Student Affairs (OSAs) and CU Student Council representatives as members.

After due deliberation, the PAC approved the following policies, affirming its position that as the National University, UP is committed to exerting every effort to ensure that its *Iskolar [s] ng Bayan* — the country's future leaders in different branches of knowledge and agencies—possess the competence, grit, and agility to overcome adversities, thrive, and lead in the complex world of the Fourth Industrial Revolution, climate change, pandemics, as well as global and national political, economic, social, and environmental crises while giving due consideration to the difficult circumstances of individual students on a case-to-case basis as practiced in the “old normal.”

Please be guided by the following:

### **1. Academic Policies**

The following academic rules/policies suspended since the Second Semester AY 2019-2020 will now be in force effective AY 2022-2023:

- Academic delinquency rules - warning, probation, dismissal, permanent disqualification
- Degree program retention rules
- Maximum Residency Rule (MRR)
- Prerequisites (including the [University policy on waiver of prerequisites](#))
- The grading system (The No-Fail Policy is lifted)
- Deadline for dropping and leave of absence
- Attendance (The faculty may adopt different attendance requirements considering their student's lack of or poor internet access, COVID-19 infection, and other pandemic- or disaster-related concerns).

a. Course Implementation Feedback

The faculty must provide timely feedback on their students' examinations and other course requirements through the learning platform/s, email, or consultation. Consultation protocol and schedule must be communicated in the course guides.

Academic units are required to ensure compliance. Non-compliance may subject the faculty to sanctions, and giving timely feedback may be included in the teaching part of the faculty merit promotion.

b. Academic Requirements

Course requirements should be made clear to students at the start of classes and indicated in the course guide. Please encourage students to work on course requirements ahead of time to avoid spending their reading and health break on meeting deadlines set after the break. Urge students who seem unable to cope with their workload to seek advice from their adviser/instructor.

c. Reading and Health Break

The reading break allows students to catch up, focus and understand the course learning materials. They may do an advanced reading or take a break from course demands. For faculty members, this break may be a time to further reflect on adjustments in course delivery and assessment, if any, or to rest from close monitoring of learning among students. There should be no synchronous sessions, asynchronous activities, or assessments during the Reading and Health Week. **Deadlines for course requirements should not be set on these dates.**

d. Class Size

Except in the UP Open University, the recommended class size is not to exceed 25 for an undergraduate course and 15 for a graduate course, subject to the nature of the course and the faculty resource of the academic unit.

e. Cross-registration

Given the blended mode of delivery of teaching and learning, students may be allowed to cross-register course/s in other CUs or other universities if permitted, even if they are enrolled in their home unit, subject to university procedure on cross-registration.

f. Faculty and Student Load

Article 215 of the University Code states, "Full-time members of the faculty and employees of the University shall be on duty for 40 hours during each week in accordance with a schedule to be approved by the Chancellor." This is equivalent to 12 units of total load credits in any combination of teaching, research, administrative, and extension load credit. Further, Article 221 of the University Code states, "Each member of the faculty shall be available for consultation for at least 10 hours a week during regular office hours."

The 15-unit regular course load for undergraduate students is now in force, effective AY 2022-2023.

## **2. Suggested Notices and Statements**

Please remind students that the University espouses honor and excellence and that academic integrity must always be upheld. For reference on suggested notices and statements to enforce academic integrity and University policies on copyright, acceptable use, and data privacy, please refer to [OVPAAMemo 2020-105](#).

Additional guidance on copyright may be accessed on the [resources page](#) of the UP System Technology Transfer and Business Development Office (TTBDO).

Also, please remind students that uploading examination questions and other course documents in COURSE HERO, CHEGG, or similar tutorial platforms is not allowed and is subject to disciplinary action by the University.

## **3. Course Packs**

Completed course packs — composed of a course guide/detailed syllabus and learning resources with study guides, assignments, and/or activity guides — should be uploaded to the CU Learning Management System or distributed through USBs or as printed material, as needed, by the start of classes (5 September 2022 for the First Semester AY 2022-2023 in most CUs).

## **4. Basic Education**

The basic education units of the UP System shall refer to the interim guidelines on assessment and grading set forth by the Department of Education and contained in [DepEd Order No. 031 s 2020](#).

## **5. Others**

- a. The cap on the number of units taught by lecturers remains suspended for AY 2022-2023.
- b. University policy on up-or-out or in-or-out is now in force, effective AY 2022-2023.
- c. Lecturers are to be paid the corresponding hourly rate for the equivalent of a 16-week semestral load for AY 2022-2023.
- d. The cap on the number of faculty members who can go on study leave in an academic unit remains suspended.

Thank you.